



NORTHWEST FIRE DISTRICT

Our Mission is to Save Lives, Protect Property, and Care for Our Community

PHONE: (520) 887-1010 FAX: (520) 887-1034 NWFDAZ.gov



Fire District Governing Board Regular Meeting Minutes January 25, 2022

1. Call to Order/Roll Call/Affirmation of Quorum

Present: George Carter, Chairman
Bruce A. Kaplan, Vice Chair
David Talas, Board Member
Peg Green, Clerk

Absent: Cyndell Chanek, Board Member

2. Salute to the Flag of the United States of America

Chairman Carter led the Pledge of Allegiance to the flag.

3. Presentation of Service Awards

Chief Bradley introduced two new hires and administered the loyalty oath:
Cheri Peltz-Human Resource Services Manager
Tony Smith-Systems Technician

Chief Bradley announced the promotion of Engineer, Gabriel Garza, and administered the loyalty oath.

Chief Bradley announced the retirement of Paramedic, Sean Dibbern. Bradley presented Dibbern with a plaque and flag and said his time with the District was very much appreciated. Dibbern remarked that he was grateful for his career, had seen huge changes during his time with the District, and had great memories.

4. Public Forum

No members of the public requested to speak at this time.

5. Consent Agenda

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

MOVE TO APPROVE ITEMS A-L ON THE JANUARY 2022, CONSENT AGENDA AS PRESENTED

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- A. Approval of the Minutes of the December 7, 2021, Regular Governing Board Meeting, Including the Executive Session Minutes

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- B. Adoption of Resolution No. 2022-002 Ordering the Three Saguaros LLC Lot 75 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 6187 W Seven Saguaros Circle (Parcel 218-19-0780) and is North of Dove Mountain Blvd and East of Secret Springs Dr in Marana, Pima County, Arizona

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- C. Adoption of Resolution No. 2022-003 Ordering the Dove Mountain Investors LLC Lot 147 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 6384 W Rockpoint Ridge Place (Parcel 218-19-1540) and is North of Dove Mountain Blvd and West of Secret Springs Dr in Marana, Pima County, Arizona

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- D. Discussion and Possible Action Approving the Purchase of 25 Zoll X-Series Monitors for a Purchase Price of \$1,146,477.16

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- E. Adoption of Resolution No. 2022-001 Approving Amendment #1 to the Intergovernmental Agreement with Pima County to Provide Services to the Pima County Health Department to Support its Immunization Programs

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- F. Approval of the US Digital Designs (USDD) Annual Renewal and Reinstatement in the Amount of \$87,347.84 to Support the District's Station Alerting System

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- G. Approval to Purchase Additional Audio Visual Equipment for New Administration Building

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- H. Approval to Purchase an Additional Video Streaming Device for the New Administration Building in the Amount of \$7,965.97

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- I. Approval of Ninyo & Moore Request for Additional Services - Change Order #3, for Inspection and Materials Testing on the Administration Complex Construction Project

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- J. Approval of Additional Services Authorization (ASA #2) by Henderson Engineers for Site Observations at NWFD New Administration Complex

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- K. Approval of the Surplus of Three District Vehicles

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

- L. Approval to Sell Ambulance (Shop 0902) for \$50,000 to Central Arizona Fire and Medical Authority

Motioned by Chairman George Carter, seconded by Clerk Peg Green

Vote: 4 - 0 - Unanimously

6. **Fire Chief's Report**

Chief Bradley stated that the reports were included in the packet. Staff was available to answer questions. There were no questions.

Member Talas thanked the staff for their efforts over the prior three years and noted that the reports were always well prepared.

- A. Fire Chief's Board Report
- B. Essential Services Board Report.
- C. Operational Services Board Report
- D. Human Resource Services Board Report
- E. Administration Services Board Report

7. **Financial Reports**

- A. Finance Reports

The monthly reports were included in the packet. Kim Sotomayor, Business Services Director, presented reports covering November and December 2021. December General Fund expenses totaled \$18.5 million which was the same amount as the previous year. General Fund revenue through December was \$22.3 million. She also noted that December 2020 revenue was \$20 million. This was a slight increase from the previous year. Property tax collections through December were \$20.7 million; or 55.5% of budgeted collections. This represented an approximate increase of 0.5% from prior years. The District received a distribution from Proposition 207 revenue in December for \$256,649.00. Sotomayor reported that the June 2022 distribution is projected to be approximately the same amount. Ambulance revenue through December was \$1.4 million with \$1 million attributed to services rendered after July 1, 2021. She stated that capital projects were underway and ongoing. Pooled cash was balanced, bank statements were reconciled, and all fund balances were positive. Sotomayor made herself available for questions. There were no questions.

MOVE TO APPROVE THE DISTRICT'S DECEMBER 2021 DISBURSEMENT REPORT, AS PRESENTED

Motioned by Chairman George Carter, seconded by Board Member David Talas

Vote: 4 - 0 - Unanimously

8. **Business**

A. Discussion and Possible Action to Review and Propose Amendments to the District's Bylaws

Thomas Benavidez, Attorney for the District, directed attention to a redline version of the District's Bylaws in the agenda packet. He explained that the proposed revisions were primarily statutory changes. He noted one addition to Article 3, which added a provision that reads the Vice Chairman may sign documents in place of the Chairman in the Chairman's absence. This change was also reflected in Article 9. He explained that it was an opportunity for the Governing Board to consider any changes the Board would like to make. He further explained that the item could be placed on the February 2022 Governing Board meeting agenda for possible action.

Chairman Carter stated that he had no recommended changes. Vice Chair Kaplan and Member Talas echoed Carter's statement. Vice Chairman Kaplan asked about the statutory change regarding the replacement of a Board member upon retirement or death. Benavidez explained that the statute was intended to clarify that the seat is vacant and the Board must act to fill the vacancy. Kaplan thanked Benavidez and said he appreciated his work. Clerk Green said that she was satisfied with the changes.

MOVE TO DIRECT STAFF TO PREPARE THE BYLAW AMENDMENTS AS PRESENTED FOR FUTURE CONSIDERATION BY THE BOARD

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

Vote: 4 - 0 - Unanimously

9. **Future Agenda Items**

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

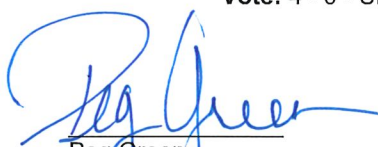
There were no future agenda items presented.

10. **Adjournment**

MOVE TO ADJOURN THE MEETING AT 6:19 P.M.

Motioned by Chairman George Carter,

Vote: 4 - 0 - Unanimously


Peg Green
Board Clerk

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather Robey, by calling 887- 1010, ext. 2929, before the meeting.

Posted 2/24/22